



State of Washington

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

PO Box 45811, Olympia WA 98504-5811

September 6, 2006

TO: All Potential Bidders

FROM: Sandra Elliot, RFQ Coordinator
DSHS / Central Contract Services

SUBJECT: Amendment No. 1 – DSHS Responses to Bidders' Questions
Request for Qualifications #0634-227
PCIT Training and Consulting Services

The following DSHS Responses to Bidders' Questions received are issued as Amendment No. 1 to the Request for Qualifications identified above and issued August 22, 2006.

Note: These DSHS Answers to Bidders' Questions may only explain or clarify some aspect that is already addressed in the RFP. But some of the answers may also supplement or change what was previously stated in the RFP, or in an exhibit.

Therefore it is important that bidders review all questions and answers, and not just those that they may have submitted.

DSHS Request for Qualifications # 0634-227 Amendment 1

Bidder Questions/DSHS Answers

Q 1	Is it possible to submit to be a trainer and not a consultant (and vice/versa) or is it a package that must remain intact? I believe that the skill sets for each role is very different. I am not asking this in relation to our agency specifically, but for the greater process.
A 1	An agency or individual may apply to be a consultant only. An agency or individual may NOT apply to be a trainer only.
Q 2	Determining the effectiveness of a trainer is very difficult without firsthand observation. Will you be conducting first hand critiques at this point or in the future?
A 2	Children's Administration will not be assessing effectiveness of Consultant/Trainers prior to the start of the Consultant/Trainer contracts. A CA Program Manager will be working with Consultant/Trainers, as a part of ongoing assessment of training effectiveness.
Q 3	Will CA pick up the cost and production of training materials? The training books are \$35 and the manual costs us about \$35 to reproduce plus staff time.
A 3	Children's Administration will provide the training materials (book and training manual) for PCIT trainings.
Q 4	Conducting an effective training with 8-12 people takes extra personnel to assist with role-plays and small breakout group activities. At our agency, experienced coaches assist with this in order to give the attendees constant attention and feedback during skill acquisition. After adding additional staff time, materials and the cost to host a 3-day training event with food and beverages, the rate of reimbursement does not seem reasonable. Also, the number of participants in each training impacts the cost. Will CA consider this in coming up with a final determination of the rate of pay?
A 4	As stated in section F of the Solicitation Document, Children's Administration seeks input on developing a fair payment schedule. Children's Administration will consider all information submitted by bidders.
Q 5	Please define what a "team" is. Also, how many participants do you anticipate will be on each team? How will team membership be determined? How many

	teams will there be across the State?
A 5	Teams are groups of individuals providing PCIT under contract with CA. Teams will consist of at least 2 people and no more than 6. Team membership will be determined with input from selected Consultants.
Q 6	Travel time to teams that are not geographically close will be a burden. The RFQ states that "travel expenses MAY be reimbursed." Does "expenses" include time lost for the agency?
A 6	Children's Administration will reimburse, with prior written approval from the CA PCIT program manager, unique travel costs. Unique travel circumstances may include travel on ferry or airline. Children's Administration does not reimburse for "time lost".
Q 7	If an agency has more that one trainer-consultant qualified, does the agency turn in 1 or 2 RFQ proposals?
A 7	Agencies need only submit one proposal.
Q 8	Under Minimum qualifications, will you please clarify "successfully served at least ten families to completion of PCIT (120 to 200 hours of direct PCIT coaching)" . Does "completed" mean "graduated"? If 2 children from the same family go through the program separately with their parent does that constitute 2 completed families or 1 completed family? Also, if you have more that the required hours but are shy the number of completed families, will that meet qualifications?
A -8	A successfully served family does mean a family that graduated. The requirement of 10 families through graduation, is intended to be 10 separate families.